

## **SPECIAL USE PERMIT/APPLICATION**

### **APPLICATION FORMAT**

1. **No application will be accepted unless complete (including all the information listed below) and in the correct format.**
2. The current property owner of record or his authorized agent must sign a completed Application. Applications will not be accepted without a property owner signature.
3. The applicant shall submit the following with their application:
  - a. County Assessor's Parcel Map with subject property marked. This can be obtained at the County Assessor's Office.
  - b. Seven (7) bound plan sets. (See Plan Set Requirements.)
  - c. Ten (10) additional site plans.
  - d. One (1) extra landscape plan.
  - e. One (1) legible black line plan set, reduced to 11" x 17"
  - f. Photographs of the subject parcel(s) and of surrounding parcels.
  - g. A legible, separate legal metes and bounds description on a 8 1/2" x 11" covering the entire subject parcel(s).
  - h. Environmental review. A complete application for the appropriate environmental document or some evidence that environmental review has been completed for the project. Note: this will be a separate application.
  - i. Fees. An application fee, public noticing fee, and a fee for the appropriate environmental application will be due at the time of submittal (see fee schedule).

### **PUBLIC OUTREACH**

- j. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
- k. **Neighborhood Meeting.** It may be necessary to hold a neighborhood meeting on your proposal prior to the regularly scheduled public hearing. Staff will inform you if this is necessary after reviewing your application.

### **PLAN SET REQUIREMENTS**

**Submitted drawings should be of uniform size (not exceeding 24"x36"), accurately scaled and dimensioned and must be competently drawn, with complete site and architectural data.**

Page 1: **Site Plan** indicating:

1. Location and dimensions of subject property.
2. 1" = 500' scale location map (showing surrounding street network).
3. All lots.
4. All existing and proposed buildings and structures and their proposed uses (dimensioned to adjacent property lines).
5. Off-street parking, loading and circulation areas (typical dimensions). Please also provide a table showing the number of required spaces vs. the number you are proposing.
6. Utility, drainage, sewer and other public and private easements.
7. Lighting structures (locations, heights and details).
8. Fence, wall, trash enclosure locations and details).
9. Location and extent of existing public improvements, to location of streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median islands, median island openings, existing and proposed driveways, existing driveways on opposite street frontages, etc.
10. Scale, North Arrow, Title and Date Drawn.

Page 2: **Landscape Plan** including:

1. Location, sizes, types and condition of all existing trees and shrubs on the site. Trees to be removed are to be so designated. Trees to be removed that are greater than 18" in diameter will require the filing of a separate Tree Removal Permit.
2. A Plant Legend specifying total number of plants, botanical names, common names, container sizes and plant installation notes.
3. An automatic irrigation system.

Page 3: **Building Elevations** including:

1. Elevations of all exterior walls (photos may be used for existing building).
2. Building heights.
3. Type of roof and wall materials (wood siding, stucco, shingles, etc.)
4. Color of materials. (8 1/2"x11")
5. Sign designs and locations.

Page 4: **Schematic Floor Plans** including:

1. Total gross floor area.
2. Total square footage of leaseable floor area.

Page 5: **Preliminary Grading and Drainage Plan** (if applicable)

Page 6: **Additional Plans and project information may be required to clarify specific site or architectural details.**

Note: Final working drawings should not commence until approval has been obtained from the City of San Jose.

#### PROCESSING SCHEDULE

1. Applications must contain all required documents and plans at the time of submittal.
2. Staff reviews the application and informs the Applicant in writing if any additional plans, data, exhibits, or additional City Permits (i.e., Variance, Exception, etc.) are required.
3. Environmental clearance is required. If a Negative Declaration or an Exemption is granted, the application is scheduled for public hearing. If an Environmental Impact Report (EIR) is required, the applicant is informed and the public hearing will be set after the EIR is completed.
4. The Director of Planning conducts a noticed public hearing and renders a decision.

The decision of the Director may be appealed to the Planning Commission.

## SPECIAL USE PERMIT/APPLICATION

(As provided by regulations fully set forth in Part 7, of Chapter 20.100 of Title 20 of the San Jose Municipal Code)

TO BE COMPLETED BY PLANNING STAFF			
FILE NUMBER <b>SP</b>		QUAD #	COUNCIL DISTRICT
APN#	ZONING	GP DESIGNATION	
PROJECT LOCATION			RECEIPT #: _____
			AMOUNT: _____
			DATE: _____
			BY: _____
<p>APPLICATION FOR:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Buildings Under 500 square feet</li> <li><input type="checkbox"/> Demolition or Removal of Buildings</li> <li><input type="checkbox"/> Temporary Overnight Structures</li> <li><input type="checkbox"/> Live/Work Uses</li> <li><input type="checkbox"/> Recycling Facilities</li> <li><input type="checkbox"/> Off-Site, Alternating Use and Alternative Parking Arrangements</li> <li><input type="checkbox"/> Temporary Trailers:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Use</li> <li><input type="checkbox"/> Antenna</li> </ul> </li> </ul> </div> <div style="width: 48%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gas Station Conversion</li> <li><input type="checkbox"/> Conversion of Residential Dwellings</li> <li><input type="checkbox"/> Temporary Shelter in Churches</li> <li><input type="checkbox"/> Pay Phones on Private Property</li> <li><input type="checkbox"/> Wireless Communications Antenna</li> <li><input type="checkbox"/> Temporary Outdoor Uses of Private Property</li> <li><input type="checkbox"/> Standby/Backup Electrical Generator</li> <li><input type="checkbox"/> Co-Generation Facility</li> </ul> </div> </div>			

TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)
<p>The property owner(s) respectfully requests a Special Use Permit for the property described by the attached legal description.</p>
<p>The described property is situated at:</p>  
<p>Described in detail the nature of the use, business, or occupation for which this approval is requested:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

<b>APPLICANT</b> (Please Print Clearly or Type)			
PRINT NAME OF APPLICANT		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE			
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
<b>PROPERTY OWNER (if different from applicant)</b> (Please Print Clearly or Type)			
PRINT NAME OF PROJECT DEVELOPER (IF DIFFERENT THAN OWNER)		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
PROPERTY OWNER'S SIGNATURE			
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
<b>CONTACT PERSON (if different from applicant)</b> (Please Print Clearly or Type)			
PRINT NAME OF CONTACT PERSON		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
<b>ARCHITECT (if applicable)</b> (Please Print Clearly or Type)			
PRINT NAME OF ARCHITECT		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	

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## ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

### INSTRUCTIONS

#### What Projects Apply?

**All applicants** creating, adding, or replacing **5,000 square feet or more of impervious surface\*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

#### What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Jenny Nusbaum at: [jenny.nusbaum@ci.sj.ca.us](mailto:jenny.nusbaum@ci.sj.ca.us) or (408) 277-4576.

\* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

TO BE COMPLETED BY PLANNING DIVISION STAFF	
PROJECT FILE NO.:	
TO BE COMPLETED BY APPLICANT	
PROJECT DESCRIPTION	PROJECT LOCATION
ASSESSOR'S PARCEL NUMBER(S):	
APPLICANT NAME (please print)	DAYTIME TELEPHONE NO: (     )
PROJECT TYPE (Check all that apply):  <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____	EXISTING USES ON SITE:  <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____

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# ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

## PROJECT SIZE:

- a. Site size: \_\_\_\_\_ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): \_\_\_\_\_ sq. ft.
- c. Impervious surface area created, added, or replaced: \_\_\_\_\_ sq. ft.
- d. Total impervious surface area (new + existing): \_\_\_\_\_ sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: \_\_\_\_\_ %
- Estimated area of land disturbance during construction: \_\_\_\_\_ sq. ft.  
(including clearing, grading, or excavating).

## HAZARDOUS MATERIALS:

- Will or have hazardous materials been used or stored on site? ☐ Yes ☐ No
- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:  
\_\_\_\_\_
- b. If required, has a Hazardous Materials Management Plan been approved for the site? ☐ Yes ☐ No

**TYPES OF STORMWATER CONTROL MEASURES:** proposed with project (please refer to item below and check all that apply):

- ☐ Stormwater Treatment ☐ Source Control ☐ Site Design

## SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

Storm water Treatment	Source Controls	Site Design
<input type="checkbox"/> Biofilter (veg. swale/strip) <input type="checkbox"/> Detention basin (dry) <input type="checkbox"/> Detention pond (wet) <input type="checkbox"/> Underground detention <input type="checkbox"/> Media filter (sand, organic matter, bioretention) <input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit) <input type="checkbox"/> Infiltration trench <input type="checkbox"/> Porous pavement <input type="checkbox"/> Wetland basin <input type="checkbox"/> Wetland channel <input type="checkbox"/> Inlet filter <input type="checkbox"/> Other _____	<input type="checkbox"/> Wash area/racks, drain to sanitary sewer <input type="checkbox"/> Covered dumpster area, drain to sanitary sewer <input type="checkbox"/> Swimming pool drain to sanitary sewer <input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment) <input type="checkbox"/> Outdoor material storage protection <input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas <input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.) <input type="checkbox"/> Other _____	<input type="checkbox"/> Minimize land disturbance <input type="checkbox"/> Minimize impervious surfaces <input type="checkbox"/> Minimum impact street or parking lot design <input type="checkbox"/> Cluster structures/pavement <input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas) <input type="checkbox"/> Pervious driveway design <input type="checkbox"/> Microdetention in landscape <input type="checkbox"/> Preserve open space <input type="checkbox"/> Protect riparian and wetland areas, riparian buffers <input type="checkbox"/> Other _____

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